

**Alaska Court System
Class Specification**

Custody Investigator II

Range: 22

EEO4: 02

SOC: 21-1020

Class Code: C0328

Definition:

Under general supervision of the Area Court Administrator, the Custody Investigator II provides a program of evaluation, negotiation, and settlement in custody matters.

Distinguishing Characteristics:

The Custody Investigator II is a professional job class requiring the incumbent to identify and evaluate relevant factors and make recommendations to the court in custody and visitation matters. Incumbents perform their work with wide latitude in the exercise of independent judgment in determining approaches to take and results to be obtained.

Supervision Received: The Custody Investigator II works under the general supervision of the Area Court Administrator.

Supervision Exercised: The Custody Investigator II supervises one or more professional and clerical support personnel.

The Custody Investigator II is distinguished from the Custody Investigator I in that the Custody Investigator II is responsible for the supervision of professional staff.

Examples of Duties:

Upon referral from the court, conduct custody/visitation investigations. Evaluate parents, needs, and the best interest of children through interviews with parents, children, relatives, references, and other witnesses. Maintain collateral contact with other professionals and community agencies.

Prepare and submit confidential custody and visitation reports to the Superior Court. Hold attorney conferences to advise the involved counsel of the results of the investigation and recommendations.

Conduct early neutral evaluations in cases with attorneys. Attempt to resolve disputes through stipulated agreements.

Testify as an expert witness in court in support of investigation and recommendations.

Conduct evaluations and make recommendations in underage marriage and emancipation of minor petitions.

Direct the operation of the Custody Investigation office. Hire, supervise, and evaluate professional and clerical staff. Supervise case assignment, handling of cases, and adherence to policy and procedure.

Provide workshops for parents on helping children through divorce.

Maintain statistical records of cases handled; prepare and submit regular and ad hoc reports of casework.

Travel to outlying courts as needed.

Knowledge, Skills, Abilities:

A Custody Investigator II requires knowledge of:

- The practices and procedures for observing and assessing parents and children;
- The effects of divorce on adults and children;
- The developmental needs of children;
- Interpersonal relationships and social/family interaction;
- Communication and interviewing techniques with adults and children; public and private community resources for families; applicable family law and criteria used by court to determine custody/visitation; and
- Current literature and general changes in theory and social attitudes which have an effect on the decisions of the courts.

A Custody Investigator II requires the ability to:

- Recognize and assess physical, emotional, psychological, social, and behavioral factors that affect adults and children; appropriately evaluate relevant factors; maintain a professional and unbiased attitude toward individual variation and deviation;
- Evaluate one's own performance, capabilities, and limitations with accuracy; understand the obligations, functions, and programs of the Custody Investigator's office and their relation to the clients, court, and community; manage one's own time;
- Work effectively with emotional/uncooperative clients who are under stress; work cooperatively with attorneys and community social agencies; and
- Communicate ideas and write concise reports and recommendations.

Minimum Qualifications:

A master's degree from an accredited college in social work, psychology, education, child development, counseling or behavioral sciences, criminal justice, or a closely related field AND three years of professional experience working with families in the above fields.

Note: Experience in supervision, program administration, and work in a court setting is preferred.

This position is in the partially exempt service. Incumbents serve “at-will” to the appointing authority.

02/91 – Original

09/99 – Revised

01/03 – Revised, MQs

01/12 – WPA

07/13 – NEOGOV

02/14 – Revised